

DD/A 80-0427

15 SEP 80

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training  
Chief, Information Services Staff

STATINTL

FROM:

[REDACTED]

Chief, Management Staff, DDA

SUBJECT:

Planning in the Directorate

1. Several of you discussed long-range or strategic planning at the Office Directors' Conference last year. At least partially as a result, [REDACTED] both felt the need to do something more in this area and charged me with coming up with some ideas. After a good deal of research and discussion, I selected the planning concept that is described in the attached memorandum. Before implementing the ideas, however, Don and Bill want to hear your reactions. STATINTL

2. Don asked that I send each of you a copy of the draft memorandum implementing the proposed changes to our planning process. He wants you to review it and to be prepared to discuss it, from two viewpoints, at the Office Directors' Conference [REDACTED] He wants to know: STATINTL

- whether or not you agree with the proposed changes; and
- what strategic objectives you would initially identify for each of your respective areas of responsibility.

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